METADATA GUIDE

When using Open-Data Registration Tool to <u>Provide Link to Existing Dataset</u>

1. Name

Click in the box [Name of the dataset] and enter a name for the dataset, which gives a good indication of data content. Make it distinguishable from other datasets and use the same name as data provider if possible

2. Link to Data

Click the box [Provide Link to existing Dataset]

2.1. Type of Link

Click the box [Type of Link ▼] and select the <u>one</u> most appropriate link type from the list. You can choose between "download", "information" or "link to order data".

2.2. URL of the Dataset

Click the box [URL of the dataset] and provide link (url) to either direct download, order/registration page or viewing service. Select the link closest to data access.

2.3. Choose File Format

Click on the box [Choose file format ▼] and select the <u>one</u> most appropriate format from the list. You can choose between various formats.

3. Description

Click the box [Please describe the dataset.] and thoroughly describe the dataset with 100-500 words. Use terminology that can facilitate free text search.

4. Keywords

Click the empty box right of "Keywords" and select <u>all</u> relevant keywords from the list.

Click the box [Next] to continue the data registration.

5. Geographic Location

Define the spatial extent of the dataset by selecting one of the following boxes:

- Define bounding box or polygon
- Select countries
- Enter bounding box coordinates

To the upper left side the following function are available:

- Click on **+** or **−** to zoom in or out on the map (scroll bar on mouse may also be used).
- Click on ⬠ to draw a polygon on the map.
- Click on ■ to draw a bounding box on the map.
- Click on ☑ to save or cancel layer changes.
- Click on 🗑 to delete layer changes

(The basemap can be changed by clicking on ⬓ available in the upper right corner of the map).

Use the most appropriate tools to define the spatial extent of the dataset.

OBS! Make sure to cover the spatial extent of the dataset with minimal additional area

Click the box **Next** to continue the data registration.

6. License and Conditions

6.1. Access Conditions

Click the box Creative Commons (CC BY) ▼ and select the <u>one</u> most appropriate from the list of access conditions. You can choose between various alternatives.

6.2. License Statement

If no predefined access condition applies, choose the alternative other and enter license as free text with a minimum of 20 words and/or provide link (url) to the license corresponding to usage condition of the dataset.

7. Contact Person (optional)

Click on the box Optional point of contact information and enter point of contact information if available.

Click on the box Optional email address and enter email address if available

8. Institution (optional)

8.1.   Name of Institution providing the Data

Click the box [Optional name of the institution providing the datas] and enter the name of the institution providing the dataset if available.

8.2.   Organization Website

Click the box [Optional Website of the organisation] and enter organization website if available.

9. Citation/DOI (optional)

Click the box [Optional citation information] and enter citation or DOI if available

10. Data Lineage (optional)

Click the box [Optional data lineage / data provenance information] and describe line of data modification if available.

Click the box [Next] to continue the data registration.

11. Summary

- Control that information provided is correct
- Go back and edit by clicking [Previous]
- To finalize the data registration click [Finish]

Good luck!